

**Community Preservation  
Committee**

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**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 264-9636  
Fax (978) 264-9630  
[cpc@acton-ma.gov](mailto:cpc@acton-ma.gov)  
[www.acton-ma.gov](http://www.acton-ma.gov)

April 20, 2006

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Mr. Don P. Johnson  
Town Manager  
Town of Acton  
472 Main Street  
Acton, MA 01720

**Re: 2006 CPA Project Funding – Arboretum Universal Access Trail**

Dear Mr. Johnson:

Congratulations to the Town of Acton and the Friends of the Acton Arboretum on being a recipient of 2006 Community Preservation funds (CPA funds). Your effort and cooperation during this year's project selection process helped secure the overwhelming support at the Annual Town Meeting for the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town contact person assigned to your project is Tom Tidman, Director of Natural Resources. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funding for your project is available immediately following the release date of this letter, however:
- CPA funds shall be disbursed to the Town of Acton in accordance with standard Town procedures and policies after project completion to your satisfaction and consistent with the project scope presented in your funding application, and after:

- a) receipt by the Town contact person of an invoice for completed work and services for the entire project by the contractor(s) who performed the work;
- b) verification that all applicable state purchasing and ethics regulations, local bylaws, and Town financial policies have been met; and
- c) the assigned staff person has verified that the conditions of this award letter have been met.

CPA fund disbursements may also be made in installments after completion of project phases defined in a contract for services or purchase order, and subject to the aforesaid conditions.

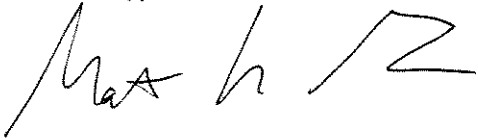
- Payments will be made for the amount invoiced by the contractor(s), up to \$24,000.
- Funds cannot be released until the Board of Selectmen has signed the Accounts Payable Warrant at a public meeting.
- Important note to the volunteers and donors involved with this project: The Town of Acton is responsible to ensure that procurements for goods and services for CPA funded projects, including procurements that are partially funded with monies donated by private entities towards the project, will abide by all applicable State and municipal requirements, including the applicable State procurement laws. They require certain procedures for expenses of \$5,000.00 or more, including a requirement that certain State funded projects are done with a specified minimum participation level by minority- and women-owned businesses. Before soliciting proposals or bids for the project, you must work through the assigned staff person to ensure compliance with the law.
- Bid requests or requests for proposals under your CPA project award are issued by the Town of Acton. The volunteer proponents in conjunction with the assigned Town staff are responsible to develop the project scope, project description, and project specifications for inclusion with such requests. Such scope, descriptions, and specifications shall be consistent with representations made before the CPC in the project application and during the project selection process.
- Any significant changes to the project from what was represented in the application and during the project selection process shall require CPC approval. Please contact Roland Bartl, Town Planner (978-264-9636; [rbartl@acton-ma.gov](mailto:rbartl@acton-ma.gov)) to help determine what change is significant, and if necessary to schedule an appointment with the CPC.
- Upon full completion of the project, you must certify completion in writing to the assigned staff person and Roland Bartl, Town Planner. Once he receives your certification, your project account will be closed and no further funds shall be available for this project.
- Any CPA funds awarded to this project and not used upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
- Good publicity for your project is very important. It is exciting for Acton citizens to know where their CPA funds are being spent. It is also essential that the CPA remains strong at the State level. Therefore, the CPC asks that you make every effort to credit the source of this funding in promotional materials and with signs at the project location stating "This

**project has been generously supported by the Town of Acton Community Preservation Fund."** If possible, submit a letter to the Beacon detailing how the funds have benefited your project.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially upon completion. For updates or general questions please contact the CPC via email - [cpc@acton-ma.gov](mailto:cpc@acton-ma.gov), or by calling the Planning Department at (978) 264-9636. Finally, please sign and return to Roland Bartl, the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

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Sincerely,



Matt Lundberg  
Chair  
Community Preservation Committee

cc: Board of Selectmen  
Conservation Commission  
Historical Commission  
Planning Board  
Acton Housing Authority  
Tom Tidman, Director of Natural Resources  
Cathy Fochtman, President, Friends of the Acton Arboretum, 184 Nagog Hill Road, Acton,  
MA 01720  
Karen Kukala, Assistant Finance Director

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**Re: 2006 CPA Project Funding – Arboretum Universal Access Trail; up to \$24,000.**

The Town of Acton accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

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Mr. Don P. Johnson  
Town Manager  
Town of Acton  
472 Main Street  
Acton, MA 01720

Dated: \_\_\_\_\_, 2006